

REQUEST TO SET/ACKNOWLEDGEMENT/ORDER

OAH-22 (REV. 1/04)

OFFICE OF ADMINISTRATIVE HEARINGS

560 J. STREET, SUITE 300

SACRAMENTO, CA 95814

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SAN DIEGO FAX: (619) 525-4419

TO: OFFICE OF ADMINISTRATIVE HEARINGS

DATE:

FROM: **TEACHER LAY-OFF REQUEST TO SET HEARING**

DISTRICT BOARD NAME, ADDRESS, TELEPHONE AND FAX NUMBERS:		NO. OF RESPONDENTS NOTICED FOR LAYOFFS:	
DISTRICT CONTACT NAME, ADDRESS, TELEPHONE AND FAX NUMBERS FOR BILLING:		PLACE FOR HEARING:	
DESIRED DATES FOR HEARING:		ESTIMATED PERIOD FOR HEARING	
		DAYS/HOURS:	START TIME:
DATES UNACCEPTABLE:	STANDARDIZED TESTING DATES:		
	SPRING BREAK:		
INCLUSIVE DATES			
HAS RESPONDENTS' REPRESENTATIVE RECEIVED A COPY OF THIS REQUEST TO SET?		HAS RESPONDENTS' REPRESENTATIVE AGREED TO DESIRED DATES?	
YES NO		YES NO	
IF NO, GIVE REASONS:		IF NO, GIVE REASONS:	
A PREHEARING CONFERENCE IS REQUESTED FOR THE FOLLOWING ISSUES:			
NAMES, ADDRESS, TELEPHONE AND FAX NUMBERS OF ATTORNEYS FOR ALL PARTIES			
DISTRICT:		RESPONDENT(S):	
		OTHER ATTORNEY NAME(S) ATTACHED	
CLERK'S ACKNOWLEDGEMENT OF REQUEST TO SET (OAH CASE NO.)			
DATES OF HEARING:		PLACE OF HEARING:	
STARTING TIME:			
ORDER			
PURSUANT TO GOV. CODE SECTION 11509, DISTRICT SHALL SERVE NOTICE OF TIME AND PLACE OF HEARING WITHIN FIVE DAYS TO ALL RESPONDENTS OR THEIR REPRESENTATIVES. FILE PROOF OF SERVICE AT THE OFFICE OF ADMINISTRATIVE HEARINGS USING THE OAH CASE NUMBER. THE DISTRICT IS TO PROVIDE COURT REPORTER SERVICES FOR EACH DAY OF HEARING.			
ADDITIONAL NOTES AND/OR INSTRUCTIONS:			
PRESIDING ADMINISTRATE LAW JUDGE			Date